

## SELF-SERVICE CENTER

### PROCEDURES: WHAT TO DO AFTER COMPLETING THE PETITION TO ENFORCE A COURT ORDER FOR PARENTING TIME or VISITATION

#### STEP 1. MAKE 3 COPIES (or 4, if needed\*) of the “*Petition to Enforce*”

- *The original will be filed with the Clerk of the Court.*
- *Copy 1 is for the Family Court Conference Center.*
- *Copy 2 is for the Other Parent.*
- *Copy 3 is for you to keep for your records.*

\* *Copy 4 is needed only if there is a 3<sup>rd</sup> Party such as a grandparent or other person who has **intervened** (filed papers and become a party to the case), and you, the Intervener, are filing this *Petition*. If this is the case, you will need Copy 4 in order to serve a copy on BOTH Parents.*

#### STEP 2. FILE THE PAPERS AT THE COURT:

**GO TO THE CLERK OF THE COURT'S FILING COUNTER:** Hand over the originals and all three sets of copies to the Clerk at the filing counter **and pay the filing fee**. The Clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the Court, **and return the stamped copies to you**. These stamped sets of copies are now called "conformed" copies.

You may file your papers at any of the following Superior Court locations from 8am to 5pm, Monday through Friday:

**Central Court Building**

201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

**Northwest Court Complex**

14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Southeast Court Complex**

222 East Javelina Drive, 1st floor  
Mesa, Arizona 85210

**Northeast Court Complex**

18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**FEES:** The filing fee is **\$61.00**. If you have not previously “*appeared*” in this case, that is you are not the petitioner and you have not previously paid a filing fee in this case, you will **also** have to pay an “**Appearance Fee**”. The Clerk will inform you of the exact amount due. Cash, checks, money orders, VISA and MasterCard are accepted. If paying by check or money order, make payable to “Clerk of the Superior Court”. If you cannot afford the filing fees, you may apply for a **fee deferral** (to pay later). **Fee Deferral Applications** are available for free at the filing counter or from the Self-Service Center, or from the Internet at: [http://www.superiorcourt.maricopa.gov/ssc/forms/defer\\_gnf.asp](http://www.superiorcourt.maricopa.gov/ssc/forms/defer_gnf.asp)

#### STEP 3. GO TO “FAMILY COURT CONFERENCE CENTER” (formerly “Expedited Services”)

**Central Court Building**

201 West Jefferson, 3rd floor  
Phoenix, Arizona 85003

**Northwest Court Complex**

14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Southeast Court Complex**

222 East Javelina Drive, Suite 1300  
Mesa, Arizona 85210

**Northeast Court Complex**

Family Court Administration  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**DELIVER COPY 2 (already stamped by the Clerk) TO THE  
FAMILY COURT CONFERENCE CENTER and  
PICK UP AN "ORDER TO APPEAR".**

Family Court Conference Center will schedule a conference and hearing. You and the other party will meet with a conference officer to talk about the case to try to reach agreement on as many issues as possible. For those matters on which you are unable to reach full agreement, a hearing will be held just after your conference to decide the case.

**THE DATE, TIME, AND LOCATION OF THE CONFERENCE/HEARING WILL BE LISTED ON THE "ORDER TO APPEAR."**

**PARENT FILING - Make enough copies of the *Order to Appear* to:**

- Serve **Copy 2** of the ***Petition*** and a copy of the ***Order to Appear*** on the other parent.
- Keep **Copy 3** of the ***Petition*** and a copy of the ***Order to Appear*** for your records.
- Serve **Copy 4** of the ***Petition*** and a copy of the ***Order to Appear*** on the BOTH parents – *if you are a grandparent or other 3<sup>rd</sup> Party Intervener.*

**STEP 4. SERVE THE PAPERS ON THE OTHER PARTY.** Delivery may be by licensed process server, law enforcement officer, or by return receipt mail or commercial delivery service (such as FedEx, DHL, or UPS) where you can obtain a copy of the other party's signature of receipt to file with the Court. You may **only** hand-deliver or otherwise send without proof of delivery if the other person will sign an ***Acceptance of Service***, in front of a Notary Public or a Clerk of the Superior Court, and will return that form for you to file with the Court."

The Self-Service Center's "SERVICE" packet contains the ***Acceptance*** form and other information on how to deliver ('serve") court papers as required by law. The packet may be purchased from the Self-Service Center or downloaded from the Internet for free at [www.superiorcourt.maricopa.gov/ssc/forms/fc\\_group\\_20.asp](http://www.superiorcourt.maricopa.gov/ssc/forms/fc_group_20.asp).

**STEP 5. GO TO THE COURT CONFERENCE/HEARING.** If a conference and hearing have been scheduled, be sure to write down the date, time and place of the court hearing, and come to the hearing.

- **Be on time.**
- **Dress neatly.**
- **Do not bring children to court.**